



City of Hercules - Parks & Recreation Department
2001 Refugio Valley Road, Hercules, CA 94547
Phone: (510) 799-8291
www.ci.hercules.ca.us

Instructor Proposal Form

Contractor's Full Name _____

Contractor's Address, City, and Zip Code _____

Daytime Phone Number _____ Alternative Number _____

E-mail Address _____

Class Name _____

Age Group _____ Instructor to Student Ratio _____

Class Overview (50 words or less):

Class Meeting Information (you may attach a separate sheet if more room is needed)

Dates	Location Requested*	Day (s) of the week	Time	# of classes per session	Minimum # of students	Maximum # of students

*Please note that this is a request and is not guaranteed

Class Fee _____

Proposed Percentage _____



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Please list holidays or skip days you will not be teaching _____

If class is NOT full, will you allow drop-ins? Yes ___ No ___ Drop-In Fee _____

Will you allow late starts (prorate fees)? Yes ___ No ___

If so, how late will you accept a participant? _____

Is there a supply/material fee? Yes ___ No ___

If yes, please attach a list of supplies along with the total supply fee

Please check all that applies to your class:

___ Supply/Material fee is paid by participant to instructor at first class

___ Supply/Material list is provided to students on registration receipt

___ Supply/Material are provided by the instructor at no additional cost

___ Supply/Material are included in total cost of class

Required uniform (if applies)

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